

STUDENT HANDBOOK



Montreat-Anderson College
1967-68

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1967-68

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Alma Mater

How dear to our hearts will the memory be
of the days we have spent in thy care,
When within thy dear halls we have lingered awhile
All thy gifts and thy blessings to share.
So the memory of thee will ever remain
While we think of each dear hallowed scene;
And the bonds of true loyalty, blest through the years,
Our affections will ever keep green.

Then, to thee, Alma Mater, we'll ever be true,
Though the coming years scatter us far;
And the ideals you taught us will ever be bright
Shining out as our life's guiding star.
We will cherish thy name wherever we roam,
And forever thy praises repeat.
Hail to thee, Alma Mater, our happiest days
Are the days we have spent in Montreat.

College Calendar 1967-68

FIRST SEMESTER

1967:

Sept. 14-16	Student Government Association Retreat
Sept. 14-16	Faculty Workshop
Sept. 18 Monday	Dormitories open to freshmen and transfers.
Sept. 19 Tuesday	Freshman orientation begins, 9 a. m.
Sept. 20 Wednesday	Dormitories open to returning students
Sept. 21 Thursday	Registration
Sept. 22 Friday	Classes begin 8:15 a. m.
Oct. 2 Monday	Last day for adding courses
Oct. 20 Friday	Last day for dropping courses without an "F" on the course.
Oct. 28 Saturday	Long weekend begins 12 noon.
Nov. 1 Wednesday	Classes resume 8:15 a. m.
Nov. 16 Thursday	Mid-term
Nov. 23 Thursday	Thanksgiving Day; classes suspended
Nov. 25 Saturday	Parents' Day
Dec. 20 Wednesday	Christmas holidays begin 12 noon.

1968:

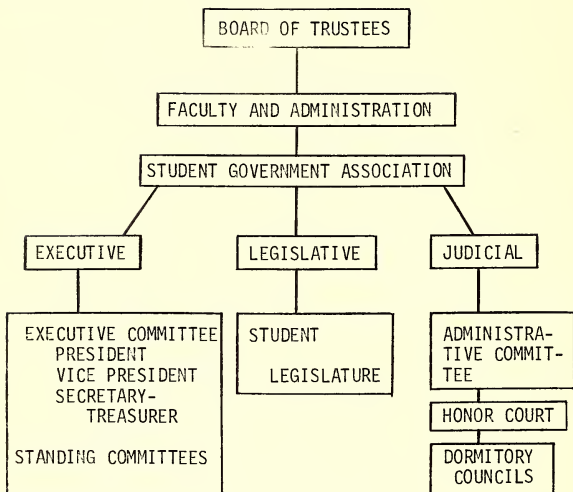
Jan. 3 Wednesday	Classes resume 8:15 a. m.
Jan. 18-24	Final exams, first semester

SECOND SEMESTER

Jan. 29 Monday	Orientation of new students
Jan. 30 Tuesday	Second semester registration
Jan. 31 Wednesday	Classes begin 8:15 a. m.
Mar. 8 Friday	Long weekend begins 12 noon
Mar. 12 Tuesday	Classes resume 8:15 a. m.
Mar. 27 Wednesday	Mid-term
Apr. 10 Wednesday	Easter holidays begin 12 noon
Apr. 18 Thursday	Classes resume 8:15 a. m.
May 27-31	Second semester exams
June 2 Sunday	Baccalaureate Service 10 a.m.
	Graduation Exercises 2 p.m.

TABLE OF ORGANIZATION
MONTREAT - ANDERSON COLLEGE

MONTREAT, N. C.



MESSAGE FROM THE OFFICE OF THE DEAN OF STUDENTS

On behalf of our staff, the college faculty and administration, and students, we extend a warm and cordial welcome. We are looking forward to having you in this college community and to experiencing a good year together.

The Student Handbook contains the Student Government Association Constitution, College Regulations, Student Government Regulations and General Information. It is suggested that you read this Handbook carefully and become thoroughly acquainted with the regulations governing student life.

You will find here the laws of this college community. You may not agree with all of them. Through established Student Government channels, you are, of course, free to work for those changes which you feel are desirable. However, as long as you are a member of this college community, you are expected to comply with and live in harmony with these regulations. Basic to this, is a decision on your part to accept and to seek to live in accord with The Honor System, The Honor Code and The Honor Pledge which you will find printed on pages 5 and 6 of this Handbook.

The Executive officers of the Student Government Association, Bo Lowry, President, Mike Morrison, Vice-President, and Betty Rudisell, Secretary-Treasurer, join with us in urging you to enter fully into the opportunities for academic achievement and personal development through participation in the varied aspects of college life. We want to assure you that we wish to help you in every way we can.

THE HONOR SYSTEM

Life at Montreat-Anderson College is based on the belief that the ideal community is made up of honorable individuals. Mutual trust and consideration are essential to such a community, and it is for these that we strive.

Each student and faculty member has a responsibility for himself and for every other member of the college community. The failure of one person to live honorably is in part the failure of all. The movement of one individual toward complete understanding of Christian living is a step toward honorable living for the whole college.

For this reason the students of Montreat-Anderson College have accepted the "Honor System", under which each student agrees to try to discipline his own life and to be ready to help all others to discipline their lives toward the goal of a community in which each member will merit trust and respect. It is in large part due to the acceptance of faculty and students of the Honor System as a way of life, that the "Spirit of Montreat" is a reality, not only on the campus, but wherever former Montreat students are found.

THE HONOR CODE

Under the Honor Code, the student is on his honor not to lie, cheat, or steal, and, if he does, he is on his honor to report himself within twenty-four hours to a member of the Honor Court. If he sees another student lying, cheating, or stealing, he is also on his honor to confront him by asking him to report himself to a member of the Honor Court, and, if he does not do so within twenty-four hours, he is to report him.

The Honor Code places upon you a dual responsibility. First, you are responsible to see that you conduct yourself in accordance with the Honor Code. Secondly, you also are responsible insofar as possible to see that your fellow students do likewise. This System places considerable responsibility for self government on the students themselves. This college believes that mature students are capable of handling this serious responsibility. You are the governing system and you are responsible for its success.

THE HONOR PLEDGE

I pledge with God's help to uphold the Honor Code of Montreat-Anderson College. I state my acceptance of the principles expressed in this Honor System and pledge to live so as to make it meaningful to myself and to the college community.

THE CONSTITUTION OF THE STUDENT GOVERNMENT
ASSOCIATION OF MONTREAT-ANDERSON COLLEGE

Preamble

Whereas, we the students of Montreat-Anderson College, in order to form a more perfect government and to grow together to become effective Christian citizens in a democratic society, and .

Whereas, we individually and collectively, desire to assume responsibility for the conduct of students in our college life,

We do hereby create and ordain this constitution of the Student Government Association of Montreat-Anderson College in accordance with the grant of powers from the Board of Trustees through the Faculty and Administration, recognizing that these groups (Board of Trustees, Faculty and Administration) reserve the right to rule on all matters for the best interest of the college.

Article I -- Name and Membership
Section 1
Name

The name of the organization shall be the Student Government Association of Montreat-Anderson College. Note: Hereinafter SGA shall mean Student Government Association.

Section 2
Membership

The membership of the SGA shall consist of all duly enrolled students of Montreat-Anderson College.

Article II -- Purpose

The purpose of the SGA shall be:

1. To promote a high standard of excellence among the students both academically and morally.
2. To promote the standards of the Honor System in all phases of college life.
3. To encourage the maturity of both the individual and the community through the responsibilities of self-government.
4. To further the best interest of the college.

Article III -- Officers, Advisors, and Their Duties

Section 1

Officers

The officers of the SGA shall be a President, Vice-President, and Secretary-Treasurer with the Dean of Students and Assistant Dean of Students (without vote) serving as advisors.

Section 2

Duties

A. President -- The duties of President shall be:

1. To call and preside over all meetings of the SGA and Student Legislature.
2. To serve as Chairman of the Executive Committee of the SGA.
3. To appoint any temporary committees as deemed necessary.
4. To be Chairman of Nominating Committee for officers elected by student body at large.
5. To be Chairman of Orientation Committee.

B. Vice-President -- The duties of the Vice-President shall be:

1. To perform all the duties of the President in his absence.
2. To serve as a member of the Executive Committee of the SGA.
3. To serve as Chairman of the Elections Committee.
4. To serve as Parliamentarian of the SGA.
5. To serve on Nominating Committee for officers elected by student body at large.

C. Secretary-Treasurer -- The duties of the Secretary-Treasurer shall be:

1. To keep the minutes of all meetings of the SGA and Student Legislature and post typed copies within 24 hours following each meeting.
2. To submit copies of the minutes to the President of the SGA, the President of the college, the Academic Dean, and the Dean of Students within 24 hours after the time of the meetings.
3. To attend to the correspondence and clerical work of the SGA and of the Student Legislature.

4. To handle any financial matters of the SGA.
 5. To serve as Chairman of the Budget Committee.
 6. To submit a written financial statement of the accounts of the SGA and all organizations receiving allocations through the budget of the college for student activities (this is to be a monthly statement).
 7. To serve as a member of the Executive Committee of the SGA.
 8. To serve on Nominating Committee for officers elected by student body at large.
- D. Advisors -- The advisors, who shall be the Dean of Students and Assistant Dean of Students, shall serve in an advisory capacity to the SGA and all its branches (without vote, except on the Honor Court).

Article IV -- Organization

The branches of the SGA shall be Executive, Legislative, and Judicial.

Article V -- Executive Branch

Section 1

Executive Committee

- A. Membership -- The members of the Executive Committee shall be the officers of the SGA -- The President, Vice-President, and Secretary-Treasurer. The Dean of Students and Assistant Dean of Students shall serve as advisors.
- B. Duties -- The duties of the Executive Committee shall be:
1. To appoint all Standing Committees of the SGA as listed in Section 2 of Article V.
 2. To fill all vacancies of the Legislature occurring during the year when means of filling the vacancies are not specified elsewhere.
 3. To make recommendations for new legislation and to clarify desirable changes in existing legislation.
 4. To work with the faculty and administration throughout the school year in planning and coordinating a broad, varied and appealing intercollegiate program--cultural, educational, religious and social.

5. To work with the faculty and administration to formulate creditable standards of living for all phases of college life and to plan for the students an educational program relative to these standards.
6. To promote and support wholesome school spirit.
7. To plan the installation service for the incoming officers.

Section 2

Standing Committees -- Their Membership and Duties

- A. Social Committee -- The Social Committee shall be composed of a chairman (Chairman of Social Activities) and a minimum of four members (two sophomores and two freshmen). The Social Committee shall work with the Director of Student Activities in planning recreational and social activities for the student body.
- B. Handbook Committee -- The Handbook Committee shall be composed of a chairman and a minimum of four students and four faculty. The Handbook Committee shall be responsible for keeping a record of all changes and revisions of the handbook and have it prepared for the press by the end of the school year.
- C. Orientation Committee -- The Orientation Committee shall be composed of a chairman and all members of the Legislature. The Orientation Committee shall plan, in cooperation with the administration, and publish the fall orientation program.
- D. Elections Committee -- The Elections Committee shall be composed of a chairman (Vice-President of Student Government Association) and a minimum of four members. The Elections Committee shall organize all elections throughout the year. In addition it shall inform the student body of the qualifications for each office and determine that all nominees and officers are qualified and remain qualified throughout their term of office.
- E. Budget Committee -- The Budget Committee shall be composed of a chairman (Secretary-Treasurer of the SGA) and a minimum of two members. The Budget Committee shall work with the Director of Student Activities in evaluating submitted budgets from all organizations and make recommendations for allocations of funds to these organizations to the Legislature.
- F. Student Committee for College Advancement -- The Student Committee for College Advancement shall be composed of a chairman (President of the Sophomore class) and a selected number of students from the sophomore and freshmen classes. This Committee shall work with the Development Council of the College, shall serve as the avenue of communication between college planning groups and students and shall plan and supervise student participation in college development.

Article VI -- Legislative Branch
Section 1
Membership

The Legislative Branch shall be the Student Legislature which shall be composed of:

President of the SGA
Vice President of the SGA
Secretary-Treasurer of the SGA
President of

Honor Court
Student Christian Association
Sophomore Class
Freshman Class
All Dormitories

Chairman of Social Activities

Dormitory Representatives (in addition to the Dormitory President)--
to be elected from dormitories with more than fifty residents
with one elected for each fifty or each part of fifty above the
first fifty residents with the total not to exceed two.

Two Freshmen (one man and one woman)

One day Student Representative

Editor of Dialecte

Editor of Sun Dial

Section 2
Officers

The officers of the Legislative Branch shall be the Executive officers of the SGA (President, Vice-President and Secretary-Treasurer).

Section 3
Duties

A. Duties of the Student Legislature -- The duties of the Student Legislature shall be:

1. To make recommendations for new legislation and changes in SGA legislation.

(Legislative Procedures--Whenever any legislative action to submit new legislation or change existing legislation is proposed by the legislature, the proposed legislation shall be posted on the bulletin board within 24 hours after the meeting at which it is proposed. At a following meeting, at least one school week later than the date of the proposal but not more than two school weeks later, the legislature may take action upon the proposed legislation. If amendments are adopted which the presiding officer rules to be of such a nature as to make it essentially new legislation, it shall be treated as if it were new legislation.)

2. To render decisions on all recommendations (by a simple majority vote of those present) for new legislation and changes in legislation.
 3. To consider and render decisions (by a simple majority vote of those present) on all recommendations from the Standing Committees of the SGA.
- B. Duties of the officers--The duties of the officers (President of SGA, Vice-President of SGA, Secretary-Treasurer of SGA and Advisors of SGA) shall be those listed in Article III.
- C. Duties of Representatives to the Student Legislature--The duties of the representatives shall be:
1. To act in the common interest of the entire student body.
 2. To act as liaison between his organization or group and the Student Legislature.
 3. To serve as chairman or member of any committee when so appointed by the President of SGA.
 4. To attend each meeting of the Legislature unless, for a legitimate reason, he is unable to do so, in which case he is to send a representative from his organization.

Section 4 Meetings

The Student Legislature shall meet at least once every two weeks and more often when deemed necessary. Any member of the student body may attend any meeting of the Legislature and each such meeting shall provide a period for open discussion.

Section 5 Quorum

A quorum shall consist of three-fourths of the total membership of the Student Legislature. A quorum must be present in order to transact business.

Article VII -- Judicial Branch

Section 1 Judicial Bodies

The judicial power shall be vested in the Honor Court and Dormitory Councils.

Section 2 Student Responsibility

Each student is on his honor to report any violation of the Honor Code and is expected to support the regulations and policies of the SGA and the college.

Section 3 The Honor Code

Under the Honor Code, the student is on his honor not to lie, cheat, or steal, and, if he does, he is on his honor to report himself within twenty-four hours to a member of the Honor Court. If he sees another student lying, cheating, or stealing, he is also on his honor to confront him by asking him to report himself to a member of the Honor Court, and, if he does not do so within twenty-four hours, he is to report him.

Section 4 Honor Court

A. Membership--The Honor Court shall be composed of nine members; five students, two faculty members, and two members of the administration. The members shall be as follows:

1. President -- rising sophomore to be elected in the spring.
2. Two other members of the rising sophomore class (one man and one woman). One will be elected as Vice-President and the other will be elected as Secretary.
3. Two Freshmen Representatives (one man and one woman) to be elected after mid-term grades are reported for first semester. These will serve through mid-term reports of the following school year at which time two new Freshmen Representatives will be elected. In the event one or both of these should be unable to serve the first nine weeks of the first semester of the following year, the Court will appoint qualified persons from the Student Legislature to fill the temporary vacancy.
4. Two members of the administration -- the Dean of Students and the Assistant Dean of Students.
5. Two faculty members (one man and one woman) to be elected by the student body.

B. Duties of Honor Court -- The duties of the Honor Court shall be to hear evidence concerning and to take action on all infringements of the Honor Code, major questions of student conduct and cases referred from the Dormitory Councils and the Day Student Council.

C. Duties of officers

1. President -- The duties of the President shall be:
 - a. To see that all data is gathered relative to the case.
 - b. To notify all members of the Honor Court of the time and place of the meetings.

- c. To inform the student under consideration that he is to appear before the Honor Court.
- d. To call and preside over all meetings of the Honor Court.
- e. To report the decision of the Honor Court to the student.
- f. To serve on the Nominating Committee for officers elected by student body at large.

2. Vice-President -- The duties of the Vice-President shall be:

- a. To perform all duties of the President in his absence.
- b. To assist the President in any way deemed necessary by the President.

3. Secretary -- The duties of the Secretary shall be:

- a. To record in detail all discussions and decisions pertaining to each case.
- b. To keep a permanent record of all cases handled by the Honor Court in the Dean of Students' Office.
- c. To submit, in writing, to the President of the College and Academic Dean copies of the decisions of the Honor Court within forty-eight hours after the decision.
- d. To post typed copies on the bulletin board (without the name of the individual involved) of all decisions of the Honor Court.

D. Rights of the accused

- 1. A student accused of violation of the Honor Code cannot be required to testify against himself (This is not to be construed to mean that a student is not to report himself if he violates the Honor Code).
- 2. An accused student has the right to hear the accuser face to face. (This right of the Accused applies only to Honor Code Violations).

E. Decisions--Decisions of the Honor Court shall be made by a simple majority vote. Decisions involving suspension, expulsion and requirement to withdraw must be approved by the Administration of the college. The following are decisions that may be made by the Honor Court

1. Suspension--Suspension requires that the student leave the campus within twenty-four hours after the final decision is made and must not return during the specified length of time of the suspension. Suspension further means that at a specified future date the student is either eligible to return or eligible to apply for re-admission.
 2. Expulsion--Expulsion requires that the student leave the campus within twenty-four hours after the final decision is made and must not return. Expulsion is for an indefinite period of time.
 3. Requirement to Withdraw--Being asked to withdraw requires that the student withdraw at the end of the given semester or at a specified time. He may at some future date, this being left to his own discretion, apply for re-admission.
 4. Disciplinary Probation--Disciplinary Probation means that a student may not represent the college in any activity for the specified time of the probation. Should another violation of regulations handled by the Honor Court occur, the student will automatically be suspended or expelled.
 5. Such other decisions as the court may deem appropriate.
- F. No member of the Honor Court shall sit in a case involving himself, his roommate, or a relative.
- G. Meetings -- Meetings shall be held as often as necessary.
- H. The Honor Court may turn over to the Administrative Committee any case occurring one week before or during the formal examination period at the end of each semester.
- I. Replacement of Permanent Vacancies--These vacancies are to be filled by the Executive Committee of the SGA. The Honor Court is to make recommendations to the Executive Committee. Such recommendations shall not be binding.
- J. Quorum--A quorum shall consist of seven members: a chairman, three students and three faculty members. In the event that only three students (exclusive of the chairman) are present, the faculty must also number three.
- K. Right to Appeal--Any student convicted by the Honor Court shall have the right to appeal to the Administrative Committee of the Faculty if he desires and does so within twenty-four hours after the decision is made.

Section 4
Dormitory Council

- A. Officers--The Officers of the Dormitory Council, who shall also be officers of the dormitory, shall be:
1. President--to be elected in the spring from the rising sophomore class by residents in his dormitory.
 2. Secretary-Treasurer--to be elected in the spring from the rising sophomore class by residents in his dormitory.
 3. Hall Court Chairmen--One sophomore for each 15 to 20 students to be appointed not later than the beginning of school by the Dormitory President after consultation with the Deans of Students and approval of the Executive Committee of the SGA. (After the first nine weeks of the first semester, freshmen who meet qualifications are eligible for appointment as Hall Court Chairmen in the absence of a qualified sophomore.)
 4. Assistant Hall Court Chairmen--One Freshman to assist the Hall Court Chairman, to be appointed after mid-term grade reports by the Hall Court Chairman, upon recommendation after consultation with the Dormitory President, the Deans of Students and approval of the Executive Committee of the SGA.
 5. Advisor--The Resident Counselor (without vote) shall be the advisor.
- B. Duties of Dormitory Council--The duties of the Dormitory Council shall be:
1. To hear evidence concerning and take action on minor questions of student conduct.
 2. To hear appeals for demerits given by dormitory officers.
 3. To review the assignment of demerits given by dormitory officers.
 4. To plan social and other kinds of activities for the dormitory.
 5. To promote high dormitory morale.
- C. Duties of officers.
1. President -- The duties of the President shall be:
 - a. To call and preside over all Dormitory Council meetings and dormitory meetings.

- b. To inform the student of any decision of the Council affecting him.
 - c. To appoint Hall Court Chairmen in accordance with procedures outlined in (A) of this section.
 - d. To appoint committees within the dormitory whenever necessary.
 - e. To give demerits for violation of dormitory regulations.
 - f. To serve as a representative to the Student Legislature of the SGA.
 - g. To plan and execute (in consultation with the Resident Counselor) all fire-drills.
 - h. To fill all vacancies on the Dormitory Council after consultation with the Dean of Students and approval of the Executive Committee of the SGA.
2. Secretary-Treasurer -- The duties of the Secretary-Treasurer shall be:
- a. To record all minutes of the meetings of the Dormitory Council and dormitory meetings and present typed copies of these to the President and Advisor (Resident Counselor) within forty-eight hours after the meeting.
 - b. To post typed copies of all action taken by the Dormitory Council within twenty-four hours.
 - c. To attend to all financial matters of the dormitory.
 - d. To keep a written record of all the finances of the dormitory.
 - e. To give demerits for violation of dormitory regulations.
 - f. To keep an accumulative list of all demerits and disciplinary action received by each person and report same to the President of The Honor Court on the first Monday of each month. (See Recording of Disciplinary Action, Student Government Regulations).
 - g. To assume all the duties of the President in his absence.
3. Hall Court Chairmen -- The duties of the Hall Court Chairmen shall be:
- a. To help keep order on his hall.

- b. To give demerits for violation of dormitory regulations.
 - c. To help direct fire-drills.
 - d. To conduct hall meetings whenever necessary.
 - e. To serve as a member of the Dormitory Council.
4. Assistant Hall Court Chairmen -- The duties of the Assistant Hall Court Chairmen shall be:
- a. To assist the Hall Court Chairman in his duties.
 - b. To give demerits for violation of dormitory regulations.
 - c. To help direct fire-drills.
 - d. To assume all the duties of the Hall Court Chairman in his absence.
 - e. To serve as a member of the Dormitory Council.
5. Advisor -- The advisor (Resident Counselor) shall plan with and advise all officers of the Dormitory Council.
- D. Meetings -- The Dormitory Council shall meet once a week and more often if deemed necessary.
- E. Quorum -- In the Dormitory Council a quorum shall consist of a three-fourths majority (excluding the President) of the membership of the Council.
- F. Disciplinary decisions -- The following are disciplinary actions that may be taken by the Dormitory Council:
- 1. Demerits
 - 2. Campus -- A "Campus" requires that the student not leave campus at any time during the specified length of time.
 - 3. Restriction -- A "Restriction" requires that the student not leave his dormitory or room and not date during the specified length of time except to go to classes, chapel, Official College Functions, library, and meals.
 - 4. Such other decisions as the Council may deem appropriate (with the exception of suspension, expulsion, requirement to withdraw and disciplinary probation).

- G. Right to Appeal -- Any student placed on campus or restriction by a Dormitory Council shall have the right to appeal to the Honor Court if he makes the request within twenty-four hours after the decision is made.

Section 5 Day Student Council

A. Officers

1. President -- A day student to be elected in the spring from the rising sophomore class by the day student body.
2. Secretary-Treasurer -- A day student to be elected in the spring from the rising sophomore class by the day student body.
3. Two Dormitory President Representatives, one man and one woman, to be appointed by the Executive Committee of the SGA with the approval of the Deans of Students.
4. Two Day Student Representatives -- to be appointed by the President of Day Student Council after approval of Executive Committee of SGA and consultation with the Deans of Students.
5. Advisor -- a member of the faculty (without vote) to be elected in the spring by the day student body.

B. Duties of the Day Student Council

1. To hear evidence concerning and take action on minor questions of day student conduct.
2. To hear appeals for disciplinary action given by Day Student officers.
3. To review the assignment of disciplinary action given by the Day Student officers.
4. To plan social and other kinds of activities for the Day Student.
5. To promote high day student morale.

C. Duties of the officers

1. President -- The duties of the president shall be:
 - a. To call and preside over all Day Student Council meetings, and all day student body meetings.
 - b. To inform the student of any decision of the Council affecting him.

- c. To appoint committees from the Day Student Representatives of the day student body whenever necessary.
 - d. To appoint the two Day Student Representatives of the Day Student Council in accordance with procedures outlined in (A) of this section.
 - e. To serve on Student Legislature of SGA.
 - f. To inform all members of the Day Student Council of the time and place of all meetings.
 - g. To gather any information pertinent to a case handled by the Day Student Council.
 - h. To give demerits for violation of regulations.
2. Secretary-Treasurer -- The duties of the Secretary-Treasurer shall be:
- a. To record all minutes of the meetings of the Day Student Council and Day Student body meetings and present typed copies of these to the President and Advisor within forty-eight hours after the meeting.
 - b. To post typed copies of all action taken by the Day Student Council within twenty-four hours.
 - c. To attend to all financial matters of the Day Student Council.
 - d. To keep a written record of all the finances of the Day Student Council.
 - f. To assume all the duties of the President in his absence.
 - g. To give demerits for violations of regulations.
3. Two Dormitory Presidents, one man and one woman.
The duties of the two Dormitory Presidents shall be:
- a. To attend all Day Student Council meetings.
 - b. To keep the Day Student Council constantly informed on all matters of resident student life that may aid the Day Student Council in any decisions or social planning.
 - c. To give demerits for violation of regulation.

4. Two Day Student Representatives -- The duties of the two Day Student Representatives shall be:
 - a. To serve on and attend all meetings of the Day Student Council.
 - b. To act as coordinators for the Asheville-Black Mountain Districts.
 - c. May attend meetings of the Student Government Association Legislature without a vote.
5. Advisor -- The advisor shall plan with and advise all the officers of the Day Student Council.
 - D. Meetings -- The Day Student Council shall meet once a month and more often if deemed necessary.
 - E. Quorum -- In the Day Student Council a quorum shall consist of a chairman and three other members of the council.
 - F. Disciplinary Decisions -- The following are disciplinary actions that may be taken by the Council.
 1. Demerits -- (Upon the accumulation of 15 demerits, a day student is to be required to do a minimum of three hours of work, such work to be assigned by the Day Student Council).
 2. Such other decisions as the Council may deem appropriate (with the exception of suspension, expulsion, requirement to withdraw and disciplinary probation).
 - G. Right to Appeal -- Any day student on whom disciplinary action has been taken shall have the right to appeal to the Honor Court if he makes the request within twenty-four hours after the decision of the Council is made.

Article VIII -- Nominations and Elections
Section 1
Spring Elections

Elections shall be held in the spring for the following positions:

<u>Position</u>	<u>Group Electing</u>	<u>Groups Nominating</u>
President of SGA	Student Body	Nominating Committee & Student Body
Vice-President of SGA	Student Body	Nominating Committee & Student Body
Secretary-Treasurer of SGA	Student Body	Nominating Committee & Student Body
President of Honor Court	Student Body	Nominating Committee & Student Body
Vice-President of Honor Court	Student Body	Nominating Committee & Student Body
Secretary of Honor Court	Student Body	Nominating Committee & Student Body
President of SCA	Student Body	SCA Council & Student Body
Vice-President of SCA	Student Body	SCA Council & Student Body
Secretary of SCA	Student Body	SCA Council & Student Body
Treasurer of SCA	Student Body	SCA Council & Student Body
Editor of Dialectte	Student Body	Dialectte Staff
Editor of Sun Dial	Student Body	Sun Dial Staff
Chairman of Social Activities	Student Body	Nominating Committee & Student Body
Faculty Representatives to Honor Court	Student Body	Nominating Committee & Student Body
President, Day Student Council	Day Student Body	Nominating Committee & Student Body
Secretary-Treasurer, Day Student Council	Day Student Body	Nominating Committee & Student Body
President of Sophomore Class	Sophomore Class	Sophomore Class
Vice-President of Sophomore Class	Sophomore Class	Sophomore Class
President of Dormitories	Respective Dorms	Respective Dormitories
Secretary-Treasurer of the Dormitories	Respective Dorms	Respective Dormitories

Section 2 Fall Elections

Following mid-term grades, elections shall be held in the fall for the following positions

<u>Position</u>	<u>Group Electing</u>	<u>Groups Nominating</u>
President of Freshman Class	Freshman Class	Nominating Committee & Freshman Class
Vice-President of Freshman Class	Freshman Class	Nominating Committee & Freshman Class
Freshman Representatives to the Student Legislature (2)	Freshman Class	Nominating Committee & Freshman Class
Freshman Representatives to the Honor Court (2)	Freshman Class	Nominating Committee & Freshman Class
Dormitory Representatives to the Student Legislature -- May be a Freshman or Sophomore	Respective Dorms	Respective Dormitories

Section 3 Method of Nominations

- A. Election Committee -- The members of the Election Committee shall be a Chairman (Vice-President of the SGA) and a minimum of four members of the student body who are not members of the Student Legislature appointed by the Executive Committee of the SGA. The duties of this committee shall be to supervise, organize and count votes for all elections and nominations throughout the year. This committee shall inform the student body of the qualifications for each office and determine that all nominees are qualified at least three days prior to the voting day.
- B. Nominating Committee of the SGA -- The Nominating Committee shall be composed of the following:

President of the SGA
Vice-President of the SGA
Secretary-Treasurer of the SGA
President of the SCA
President of the Honor Court

The duties of this committee shall be to nominate two candidates for each of the following SGA offices:

President of SGA
Vice-President of SGA
Secretary-Treasurer of SGA
President of Honor Court
Vice-President of Honor Court

Secretary of Honor Court
President of Freshman Class
Vice-President of Freshman Class
Freshman Representatives to the Student Legislature
Freshman Representatives to the Honor Court

A person may be nominated for more than one office. This slate shall be posted prior to the student poll.

- C. Student Poll -- The student poll for the officers listed in Section 4 of this Article shall be taken after the slate drawn up by the Nominating Committee has been posted. Members of the student body may make two additional nominations by poll for the slated offices making the maximum total of four nominations for each office. The student poll shall be taken by secret ballot and shall be taken in the place designated by the Elections Committee. The two students having the highest number of votes for a specific office shall be designated as poll nominees for that office. In the event two or more should tie for the second highest number of votes all those receiving the second highest number of votes shall run for the offices even though the total running may exceed four.

Section 4 Qualifications

- A. To be eligible to serve as President of Student Government Association, President of Student Christian Association or President of the Honor Court, a student must be registered for a minimum of 12 semester hours for the preceding and current semester and must have at the time of election, and maintain thereafter, an overall 2.0 average (Grades to be used in determining the average will be final semester grades.)
- To be eligible to serve on the Student Legislature or Honor Court a student must be registered for a minimum of 12 semester hours for the preceding and current semester and must have at the time of election and maintain thereafter, an overall 1.5 average (Grades to be used in determining the average will be final semester grades). In addition, both the officers mentioned above and members of the Student Legislature and Honor Court must not have been, nor in the future be convicted of an Honor Code Violation and must have a good citizenship record. Failure to uphold these qualifications will require that the officer relinquish his office immediately.
- B. Presidents of all other organizations and clubs (those not serving on the Student Legislature) must be registered for a minimum of 12 semester hours for the preceding and current semester and must have at the time of election and maintain thereafter, an overall 1.5 average.
- C. First semester freshmen must be making C or better in 12 semester hours of work when mid-term notices are given in order to be eligible for election to any office.

Section 5 Voting Procedures

In order to win an election a candidate must obtain a majority vote. A majority vote is any vote over half the number of votes cast, ignoring blanks. If no candidate receives a majority in the primary voting, a run-off vote between the two candidates receiving the vote closest to the majority shall be held to determine the winner.

The following procedures will be observed in all voting:

1. Voting for all offices under the SGA shall be by secret ballot.
2. The Elections Committee shall tabulate votes.

3. All voting must take place at the place designated by the Elections Committee.
4. Not less than two nominees shall run for each office. When all but one of the nominees have been eliminated, because of previous elections or withdrawal, the Nominating Committee shall submit the name of the student with the next highest number of votes as cast on the student poll. When no nominees remain because of previous elections or withdrawal, the Nominating Committee shall submit the names of the two students with the next highest number of votes cast on the student poll.

Section 6 Order of Elections

- A. Spring Election -- Elections in the spring for all SGA officers and other organizations shall take place during the month of March.

The following order shall be followed for Spring Elections:

ELECTION 1

President of SGA
President of SCA
President of Honor Court

These officers are to be elected at the first election.

ELECTION 2

Vice-President of SGA
Secretary-Treasurer of SGA
Vice-President of Honor Court
Secretary of Honor Court

These officers are to be elected at the second election.

ELECTION 3

President of the Dormitories
Editor of the Sun Dial
Editor of the Dialecte
President of the Sophomore Class
Day Student Representative to the Student Legislature
Chairman of Social Activities

These officers are to be elected at the third election.

ELECTION 4

Vice-President of Sophomore Class
Vice-President of SCA
Secretary of SCA
Secretary-Treasurer of Dormitories
Presidents and officers of all other
clubs and organizations
Treasurer of SCA

These officers are to
be elected at the fourth
election.

- B. Fall Elections -- Fall elections shall be held within two weeks
after fall semester mid-term grade reports are out.

Article IX Point System for Student Officials

The maximum number of points that one student may have is 16.

<u>Points</u>	<u>Office</u>
14	President of SGA President of SCA President of Honor Court
12	President -- All dormitories President -- Day Student Council Editor -- Dialectte Editor -- Sun Dial Vice-President -- SGA Secretary -- Honor Court Vice-President --Honor Court Secretary-Treasurer -- SGA
10	President -- Freshman Class President -- Sophomore Class Representatives -- Student Legislature Assistant Editor -- Dialectte Assistant Editor -- Sun Dial Chairman of Social Activities Freshman Representatives -- Honor Court
8	Vice-President -- SGA Secretary -- SGA Treasurer -- SGA Secretary-Treasurer -- Dormitories Secretary-Treasurer -- Day Student Council

- 6 Vice-President -- Sophomore Class
Vice-President -- Freshman Class
Chairman -- Handbook Committee
Dormitory Representatives to Student
Legislature
Day Student Representatives -- Student
Legislature
- 4 President -- All recognized clubs and
organizations
- 2 All other officers of clubs
Hall Court Chairman
Assistant Hall Court Chairman

Article X -- Installation

- A. At an installation service each newly elected officer serving on the Student Legislature shall take the following pledge:

Trusting in the Lord Jesus Christ,
I pledge myself (Officer), to uphold
the constitution of the Student Government
Association, to lend full support to the
maintaining of high ideals in self-government,
to discharge to the best of my ability those
duties assigned to my office, and to uphold
and promote the true spirit of Montreat-
Anderson College in every phase of campus life.

- B. Installation for all officers of the SGA shall be held within two school weeks following the last election.
- C. The planning of the installation service shall be the responsibility of the Executive Officers of the SGA.

Article XI -- Removal From Office

In the event that twenty-five per cent of the electing body consider an officer incompetent or incapable of fulfilling the SGA office he holds, these students may present to the Student Legislature a signed petition impeaching that officer. When such petition is presented, a committee shall be formed of all members of the Student Legislature and the Honor Court. Each member has one vote. A vote of two-thirds of this body and the approval of the Administrative Committee shall be required for removal from office.

Removal from office due to academic or citizenship records shall be done according to Article VIII, Section 4.

Article XII -- Amendments
Section 1

An amendment to this constitution may be proposed by Student Legislature upon majority approval of its membership or by any member of the student body who presents the proposal signed by five percent of the members of the student body.

Section 2

A proposed amendment must be posted by the Secretary of the SGA for at least one week after its presentation to the student body before it may be voted on.

Section 3

Upon approval of a two-thirds majority of the student body the proposed amendment shall become part of the constitution.

Article XIII -- Parliamentary Law

Roberts Rules of Order shall serve as the official parliamentary law and guide.

REGULATIONS OF THE COLLEGE

It is expected that every student will live in harmony with the spirit and according to the regulations of the college. Violation of college regulations or case referred to the administration will be examined by the Honor Court of the Student Government Association and penalties will be assigned, or the case may be referred to the Administration. Students are expected to uphold all student government and administrative rules.

The college reserves the right to ask for the withdrawal at any time of any student who refuses to adjust to these standards or who harmfully influences another student.

CLASS ATTENDANCE

1. A student may have one unexcused absence for each credit hour of the course as stated in the catalog.

Exceptions: A. No unexcused absence is allowed from a test announced as much as a week ahead.

B. Attendance regulations for labs, Physical Education activity courses and chorus are at the discretion of the instructor, who will inform the student and the Dean of the Faculty, in writing at the beginning of each semester, of the practice to be followed.

2. Absences are counted from the opening day of classes.

3. Absences will be excused only upon presentation to the instructor of an official slip signed by one of the deans.

Absences due to illness, official representation of the College, death or marriage in the immediate family, or special circumstances so stated by the dean, will constitute excused absences.

4. Absence for any reason (excused or unexcused) in excess of
4 for a 1-hour course,
7 for a 2-hour course,
10 for a 3-hour course, and
14 for a 4-hour course

will result in an automatic F on the course and official dropping of the course. The grade and dropping of the courses may be appealed to the Faculty Committee on Absences, by either the student or the instructor. When, because of absences, a student is carrying less than 12 hours he shall be required to leave the college, subject to appeal to the Administrative Committee. Students

who wish to have an absence excused must make the necessary arrangements within one week of the date when they returned to college after having been absent. If arrangements are not made within one week, the absence will be officially regarded as an unexcused absence and it will be impossible to secure an excuse for it.

5. If a student has more than the allowed number of unexcused absences, his semester grade will be lowered 2 points for each excessive unexcused absence.
6. Second semester sophomores with an overall 4.0 average may have absences limited only by 1A and B and 4 above.

POINT AVERAGE

1. Quality points are assigned according to the following system:
 - 1 semester hour with a grade of A counts 4 points.
 - 1 semester hour with a grade of B counts 3 points.
 - 1 semester hour with a grade of C counts 2 points.
 - 1 semester hour with a grade of D counts 1 point.
 - 1 semester hour with a grade of F counts 0 points.
2. Quality point average is determined by dividing the number of quality points by the number of semester hours attempted. For example: 3 semester hours of B (9 quality points), 6 semester hours of C (12 quality points), 3 semester hours of D (3 quality points), and 3 semester hours of F (0 quality points) gives a quality point average of 1.6.

GRADING PERIODS

1. Official grades, to be recorded on the permanent record of the student, are issued at the end of each semester.
2. At mid-semester the faculty reports the grades of all students making D or F at that point in the semester. Unless a report is made, a student is assumed to be making a grade of C or higher.

ELIGIBILITY TO CONTINUE IN COLLEGE

1. To be eligible to remain in college after his first semester of work at Montreat-Anderson College, a student must make a quality point average of at least 1.12, must pass at least nine hours of academic work, and must make at least a "C" in at least one two to four credit hour course during the semester.
2. To be eligible to remain in college after his second semester at Montreat-Anderson College, a student's quality point average for that semester must be at least 1.3, he must have passed at least nine hours of academic work during the semester, and he must have made at least a "C" in at least one two to four credit course during the semester.

3. To be eligible to remain in college after his third semester of work at Montreat-Anderson College, a student's quality point average for that semester must be at least 1.5 and he must have passed at least 9 hours of academic work during the semester.
4. In the event of a student's returning after the fourth semester, his quality point average for that semester must be at least 1.5 and he must have passed at least 9 hours of academic work.

CHEATING, STEALING AND LYING

1. Under the Honor Code, you are on your honor not to cheat, steal or lie and if you see another student doing so, you are on your honor to report him to the Honor Court. (See the statements on the System, the Honor Code and the Honor Pledge on pages 5 and 6 of this handbook and Article VII, Section 3 of the SGA Constitution.)
2. The Honor System at Montreat-Anderson College is an integral and central aspect of life in this community. Certainly it is commonly recognized that lying, cheating and stealing are wrong and their opposites are right. This applies particularly in the area of academic honesty and integrity. This college takes the position that any time a student hands in work or does any work on which he puts his name such work should be strictly his own. He is, in fact, saying that it is his own when he signs his name to it. The conviction is here affirmed that any form of using material which is not authorized in taking any kind of test, whether it affects the student's grade or not, writing a paper, answering study questions or doing any other assigned work to which a student attaches his name must be regarded as cheating.

In summary, the following general guidelines regarding academic honesty apply:

Each student's work shall be the product of his own effort. Appropriate acknowledgment of the work of others must be given when it is incorporated into the writing of a paper or assignment.

Collaboration in the preparation of written work and preparation for tests may take place only to the extent approved by the instructor.

3. Violation of the Honor Code is a major offense. Such cases will be handled by the Honor Court and may, upon recommendation of the Honor Court and concurrence of the college administration, result in suspension, expulsion, requirement to withdraw or disciplinary probation. (See Article VII, Section 4E of the SGA Constitution.)

RESPECT FOR PROPERTY

1. There are privately owned cottages at Montreat and buildings owned by Boards and Agencies of the General Assembly. Students are expected to respect the property rights of others. Any student found guilty of trespassing will be subject to disciplinary action.
2. Each student residing in a college dormitory will be required to make a \$20 deposit toward any damages occurring during his stay in the dormitory. If any damages occur to the interior of his room, the repair cost will be taken directly out of his deposit. When damage is done to any part of the dormitory other than the interior of the student's room, the person(s) responsible for the damage will be required to pay the damage. If it cannot be determined who is responsible, the cost of the repairs will be taken from the corporate fund of all students on the hall or the residence unit involved. Any balance remaining at the end of the year will be refunded to the student. If the \$20 is not sufficient, additional charges will be made.
3. Any student found guilty of vandalism will be required to pay for all property damage he has caused. In addition, he will be required to pay a fine equal to one-half cost of the damage but not less than \$5 and will be placed on disciplinary probation for the remainder of the semester in which the offense occurs, or one month, whichever is longer. Parents may be notified at the discretion of the administration.

RESTRICTED or OFF LIMITS AREAS ON CAMPUS

1. Women Students

- a. Women students are not to be in the men's dormitories or in the immediate vicinity of the men's dormitories.
- b. The following are times at which women students may enter men's dormitories.
 1. New Hall as guests of the Resident Counselor when the Resident Counselor is present.
 2. Occasions officially designated as "Open House".
 3. Planned and chaperoned parties cleared through the Dean of Students' office.

2. Men Students

- a. Proper entrances for men for the Women's dormitories are through the front doors leading to the lobbies.
- b. Men are not to be in the immediate areas around the Women's dormitories or on the cafeteria roof by Howerton Hall.

ATTENDANCE AT RELIGIOUS AND GENERAL FUNCTIONS

1. Students are urged to attend regularly the church of their choice, Sunday evening vesper services and prayer meeting. No meetings of required attendance are to be scheduled at the time of the weekly Wednesday night prayer meeting (7:15 p.m. - 8:00 p.m.).
2. As a part of the Montreat-Anderson College way of life, all resident students shall attend the following:
 - A. Chapel services (twice a week)
 - B. Sunday morning worship
 - C. College convocations (once a week)
 - D. Official college functions (occasionally, as announced)
 - E. Student Government Association meetings (See Student Government Regulations, I-f, 3-4).
3. Day students shall be present at official college functions, and must attend chapel and college convocations when they are on campus for a second or third period class.
4. Each student is allowed three unexcused absences per semester from Sunday morning worship and a total of six unexcused absences from chapel, college convocations and official college functions combined.
5. The penalty for the first unexcused absence beyond the number allowed is a campus for one week; for a second, it is suspension from college for the remainder of the semester.
6. It will be the responsibility of the Dean of Students' office to keep a record of attendance at chapel, Sunday morning worship, college convocations and official college functions, and to provide for excuses when they are warranted.

ORIENTATION

1. During the first nine weeks, an orientation program is provided for all new students. The purpose of the orientation program is to acquaint new students with the philosophy, policies and regulations of the college.
2. New students who are absent from required orientation sessions without a valid excuse approved by the Dean of Students will be charged with one convocation cut for each session missed.

GENERAL BEHAVIOR

1. The college reserves the right to exclude from the college any student whose character and morals are not consistent with the ideals of the college, or whose influence is detrimental to the spirit of the college.
2. The behavior of any member of the student body of the college reflects upon the student body and the college as a whole. For this reason, the college requires that students conduct themselves at all times in such a way as not to discredit or disparage the good names of the student body and the college. Behavior unbecoming to the standards of Montreat-Anderson College will be reviewed for suspension or dismissal or other action deemed necessary by the Honor Court.

ALCOHOLIC BEVERAGES

1. Montreat-Anderson College is opposed as a matter of principle to the use of alcoholic beverages by students.
2. The possessing, drinking or being under the influence of alcoholic beverages is strictly forbidden in the Montreat area. (This area is defined as the territory within a fifty mile radius of Montreat.)
3. Students are responsible for seeing that their dates abide by this regulation.
4. The use of alcoholic beverages is prohibited to students while attending any off campus event sponsored entirely or in part by the college.
5. When a resident student is with his or her parents the responsibility temporarily vested in the college returns to the parents.
6. When a student returns to the college after having been home, as for any other reason, the above rules and regulations automatically apply. When dating a resident student of the college or when attending any off-campus event sponsored entirely or in part by the college the fifty mile rule applies.
7. The above regulations apply equally to day students when they are on the Montreat-Anderson College campus, when they are dating a resident student or attending any off-campus event sponsored entirely or in part by the college.

8. Day students are reminded of the College regulations concerning the general behavior of Montreat-Anderson College students.

GAMBLING

Students are forbidden from gambling.

HAZING

Any type of physical or verbal punishment, humiliation, or intimidation by any student of another is forbidden.

FIREARMS AND EXPLOSIVES

The possession of firearms (except in accordance with administrative regulations governing the Conservation Club), firecrackers or explosives of any kind is prohibited on the campus. Any student found guilty of possessing or firing them will be disciplined by the Honor Court in the following manner:

1. The student will be campused for a period of two weeks, or do such work as may be assigned.
2. The parents or guardian of the student may be notified by the Dean of Students that this action has been taken and that any reoccurrence of this offense will make the student liable to suspension or dismissal.

NEW ORGANIZATIONS

The College does not approve of secret organizations, social fraternities or sororities of any kind or of special groups whose membership is limited other than by interest.

New organizations (i.e., one not included in the list in Clubs and Organizations) may be authorized only by the Administrative Committee, to whom a written statement of purpose and procedure must be presented. The Administrative Committee will appoint a sponsor after consultation with the students involved, if the organization is approved.

SWIMMING AND SUNBATHING

1. No swimming is allowed in Lake Susan at any time unless a qualified life guard appointed by the Director of Physical Education is on duty. Throwing or pushing anyone into Lake Susan is strictly prohibited.

2. Sunbathing for women is permitted only at such places as specified by the Deans of Students.
3. Sunbathing for women is not permitted on Sunday except on the portion of Howerton balcony which is not visible to the public.

RELATIONS BETWEEN THE SEXES

It is recognized that sex is one of the most powerful creative aspects of the human nature God has given us. Believing that understanding sex and learning to discipline oneself so as to control rather than be controlled by this basic drive is a fundamental element in development into mature manhood or womanhood, the college has a deep concern for students' attitudes and behavior in this regard. The college's purpose in expressing this concern is to use its influence to help students develop the self-discipline and self-control which characterize responsible full manhood and womanhood. Recognition of the value and worth of others as well as oneself, as persons made in the image of God, requires a basic respect for persons which refuses to exploit human nature, including sex, for the fleeting satisfactions of the moment. The sexual relationship, within marriage only, may be the means through which the deepest human relationship is experienced.

Although it is recognized that public display of affection can at times be genuine and meaningful, excessive display of affection can be offensive. Out of a concern for the reputation of the college, and a concern for the total public atmosphere and spirit in which we live, the college requires the students' cooperation in avoiding those forms of public and private expression of affection which can legitimately be regarded as being excessive or in bad taste.

It is obvious that the line between excessive and acceptable, between good and bad taste in this regard is not always easy to define. Nonetheless, some guidance is needed in the area of relations between the sexes. Our attitudes about this critical area of life can have tremendously important negative or positive implications for our development as persons. Therefore the Student Government Association, in cooperation with the Dean of Students, is expected to establish guidelines and to recommend procedures to implement this regulation.

MARRIAGE

Students who marry during the college year without notifying the Administration will be subject to dismissal.

CARS

1. Entering freshmen are not permitted to have cars in their possession during the first semester except under unusual circumstances and with the approval of the Dean of Students. Provided a freshmen has a 2.0 average for the first semester, if he receives permission from the Dean of Students before bringing the car on campus, he may have a car the second semester.
2. Sophomores with a 2.0 overall average and a good citizenship record may have cars on campus provided they secure permission from the Dean of Students.
3. Veterans, reservists who need cars to meet military obligations, transfer students, second year students of Montreat-Anderson College and those with extreme hardship cases, each with a good citizenship record and not more than one "D" and no "F" at the first nine weeks grading period, may have cars on campus provided they secure permission from the Dean of Students.
4. Any student found guilty of violating traffic regulations in Montreat will be subject to having his car permission revoked.
5. No one who receives financial aid other than a work scholarship will be permitted to have a car on campus. Violation will result in loss of financial aid.
6. Averages of all students having cars on campus will be reviewed at the end of the first semester.
7. Students who need cars to meet off campus work or other types of obligations and who have good citizenship records may have restricted use of cars as authorized by the Dean of Students before academic requirements have been met.
8. All students having cars on the campus are required to register cars in the Dean of Students' office as follows:

Student's Name _____
Owner of Car _____
Make, Model, and color _____

(State)
Driver's License Number _____

(State)
Insurance _____

(Company)

9. Parking - Faculty and students are asked to observe the following parking areas:

Visitors, Staff (8:00 A.M. - 4:00 P.M.)

Monday - Friday; (8:00 A.M. - 12:30 P.M. Saturday.)

Area at back doors of Gaither Hall

Area in front of Geneva Place

Three spaces in front of Christian Education Building

Two spaces in front of Gaither Hall (Reserved for visitors)

(All of the above areas to be marked by signs)

Students: Park in all other available spaces.

LIVING OFF CAMPUS

All regular students are required to register as dormitory residents unless they are commuting students living in their own home.

SUPERVISION OF PARTIES

All forms of mixed unchaperoned parties are strictly prohibited. All chaperoned parties must be approved through the office of the Dean of Students.

STUDENT GOVERNMENT REGULATIONS

1. These regulations are based on the assumption that most students behavior in college is governed by the good judgment and common sense of the student. The following regulations are intended to provide the minimum regulations necessary for successful community life and to give each student maximum opportunity for successful adjustment to college life.

A. Extra curricular participation

1. Eligibility for holding major offices (See SGA Constitution, Article VIII, Section 4A, B and C)
2. To represent the college as a delegate to a convention, as a speaker, as a soloist, as a member of a quartet, as taking a lead part in a dramatic production, a student must be registered in courses involving 12 or more semester hours and have at least an overall C average (2.0 grade point average).
3. To be eligible to represent the college in intercollegiate sports, in choral groups, or in any public performance off campus, a student must have passed at least 10 hours of college work with a grade point index of 1.5.
4. For first semester Freshmen there will be no restriction until mid-term notices are given. Any first semester Freshman who fails to be making C or better on at least 9 hours of work will not be permitted to represent the college in any contest or public performance.
5. For participation in other activities such as intramural sports, on campus club programs or club activities which do not conflict with the student's class schedule, there will be no eligibility requirements.

B. Number of weekends allowed away from college

1. During the first six weeks of the orientation period at the beginning of the college year, Freshmen are not allowed weekend permissions.
2. After the first six weeks of the orientation period, students may use their discretion in choosing the number of weekends away from the campus.
3. All students having weekend permissions are required to return to the campus and sign in not later than 11:00 p.m. on Sunday night.

C. Damage to college property (See college Regulations, Respect for Property)

1. Resident students are held responsible for any damage to their room or dormitory, and damage charges will be made to the occupant involved.
2. All students are responsible for college property and will be held accountable.

D. Dormitory guests

1. In order to provide maximum security for your property and person, it is advisable to require that all over-night guests be registered at the time of arrival with the Resident Counselor of the dormitory. Where there is no Resident Counselor, a guest must register in the office of The Deans of Students and specify the student who is to be host.
2. The host is to be held responsible for his guest's conduct.
3. All guests in the dormitory are expected to abide by student and college regulations. When guests impose on hospitality, such hospitality will be withheld by the Deans of Students for a specified time.

E. Telephones

1. No dormitory-to-dormitory calls may be made from 7:30-10:00 p.m. or after 11:15 p.m.
2. All calls, except for long distance, are not to exceed 10 minutes.
3. Demerits are to be given for infringements of telephone regulations.

F. Meetings

1. Before a class meeting can be held and any action taken, a quorum of the class must be present.
2. All meetings must be conducted by parliamentary procedure.

3. Because of the importance of full student participation and the difficulty of group planning with only partial membership present, attendance will be required for the following:
 - a. Student Body Meetings (3 demerits for each absence)
 - b. Hall Courts (2 demerits for each absence)
 - c. Class Meetings (3 demerits for each absence)
 - d. House Meetings (2 demerits for each absence)
4. An excuse for absence from the above meetings must be obtained from the respective president before the meeting.

G. Explanation of the Disciplinary System

1. Demerits

- a. Demerits are given for violation of college and student government regulations and may be assigned by House Officers, with the right of appeal to the Dormitory Council and by Resident Counselors, with the right of appeal to the Dean of Students. Honor Court Officers and the Executive Officers of the SGA may recommend disciplinary action to the Dormitory Council or the Honor Court.
- b. Each time a student accumulates 15 demerits it is automatically recorded on his citizenship record in the office of the Dean of Students and he receives a week's campus.
- c. When a student accumulates 50 demerits in one semester he is automatically placed on disciplinary probation for at least the remainder of the semester and for not less than one month (See Section 4 of Article VII).
- d. When 60 demerits have been received in one semester by a student, he is to be suspended for a minimum of two weeks. The exact length of the suspension is to be decided by the Honor Court, with the concurrence of the college administration.

2. Campus

- a. A "Campus" requires that the student not leave the campus at any time during the specified length of time.
- b. If a student breaks his campus, action will be taken by the Honor Court.

3. Restriction

A "Restriction" requires that the student not leave his dormitory or room and not date during the specified length of time except to go to classes, chapel, official college functions, library, and meals.

4. Requirement to Withdraw, Suspension, or Dismissal (See Section 4, Article VII of SGA Constitution)

- a. When a case is serious enough to point to suspension or dismissal, it is to be referred to the Honor Court.
- b. A case may originate in the Dormitory Council or the Honor Court.

5. Delegation of Responsibility by Student Government

- a. The officers of the SGA, as well as the other students, have come to college primarily to acquire an education.
- b. For this reason the Dormitory Councils and the Honor Court may turn over to the Administration any disciplinary case serious enough to require a trial, should the case arise within the week before or during the formal examination period at the end of each semester.

6. Recording of Disciplinary Action

- a. The first Monday of each month, the Secretary-Treasurer in the respective dormitories is to report the assigned campuses, restrictions and demerits to the president of the Honor Court who in turn is to report these to the Honor Court. The Secretary of the Honor Court is to report these to the office of the Dean of Students for recording.
- b. The policy for recording disciplinary action on permanent records is determined by the administration of the college.

II. Student Government Regulation for Women Resident Students

- A. Permissions -- All women resident students must have on file in the Office of the Dean of Students a General Permission Blank which has been signed by the student's parent or guardian.

B. Leaving the Campus -- Women students may leave the campus during the day and in pairs at night. Women students without an escort who expect to be later than 11:00 returning to the dormitory on Saturday night must receive special permission from the Resident Counselor of the Dormitory. No such permission is to extend beyond 12:00 midnight.

C. Signing In and Out

1. When leaving the campus during the day and when leaving the dormitory after 7:30 p.m., a student must sign out on her regular sign-out card: the time leaving, the person accompanying, the destination, and expected time of return. When returning to the dormitory, the student must sign in the time of return.
2. All over-night departures from campus must be signed for in the office of the Dean of Students. If the student is going to her own home, she may sign out with the Resident Counselor.
3. Women students having weekend permissions are to sign in at their respective dormitories not later than 11:00 p.m. on Sunday night.
4. Three demerits will be given for each failure to sign in or out of the dormitory and for failure to fill in the sign-out card with complete information.
5. False information or failure to sign out for over-night departure will result in referral of the case to the Honor Court.

D. Sophomore Privileges. Sophomore women who maintain a 1.8 average and whose citizenship record remains good have certain privileges as listed:

1. They may date at their own discretion during week night until 11:00 P.M.
2. They may date on or off campus on Friday nights until 12 midnight.
3. They may take five late permissions during the semester on week nights until twelve midnight provided they indicate their intention of doing so on a special sign-out card. Failure to return on schedule will result in disciplinary action unless notice of delay has been given and an excuse obtained through the Dormitory President or Resident Counselor.

4. Sophomore privileges will be reviewed every nine weeks and no woman student receiving the privilege will have more than one "D" and no "F". Students who have had to relinquish their late permission for half a semester and who are eligible again after mid semester may take 2 permissions for the remainder of the semester.
5. During the last nine weeks of the year: Freshmen women who have earned an over all 1.8 average for the first semester and who have no "F's" and not more than one "D" for the first nine weeks of the second semester and have good citizenship records will have Sophomore Privileges which include two late permissions for half of the semester.

E. Dating for Women Students

1. During the orientation period the first nine weeks of the college year, freshmen women must double date when leaving the campus. Those students who have established good citizenship records during the College Preparatory Institute may single date during college orientation.
2. After the orientation period, Freshmen women may single date.
3. Women students must sign the full name of their escort on their sign-out card whenever they leave the dormitory, and the writing must be legible.
4. Dates are to call for women students in the lobbies of the dormitories and women students are not permitted to meet their dates at other doors of the dormitories.
5. Women students are responsible for seeing that dates know and observe college regulations concerning drinking and all social standards. Failure to observe this will incur disciplinary action for the woman student.
6. Sophomore woman with less than a 1.8 average and all Freshman women may date on Saturday night until 12:00 midnight and on Sunday night until 11:00 p.m. There is to be no regular dating Monday thru Thursday. (Dating from 10:00-11:00 p.m. is permissible on week nights.)
7. On Friday nights, Sophomore women with good citizenship records may date until 11 o'clock on or off campus. Freshmen women may date on campus until 11 o'clock on Friday nights but must obtain special permission for off campus dating from the Deans of Students until they earn Sophomore Privileges.

8. A Social Standards committee in each Dormitory will help to maintain proper dating procedure.
9. Failure to abide by dating rules and to observe standards will be reviewed by the Dormitory Council and disciplinary action may be taken.

F. Regulations for Men Visiting Women's Dormitories

1. The lobbies in the women's dormitories are open to men from 11:30 a.m. to 1:30 p.m., from 4:00 to 7:30 p.m., and from 10:00 to 10:55 p.m. on Monday through Friday.
2. On Saturday, the hours are 11:30 a.m. to 11:55 p.m. and on Sunday 12 noon to 10:55 p.m. Exception is made when dates wish to meet women students for church on Sunday morning.

G. Smoking -- Montreat-Anderson College discourages smoking as a possible health hazard. Students are prohibited from smoking in Gaither Hall, with the exception of the bulletin board room and in offices when permission has been given by the faculty member in charge.

H. Dormitory Hours for Women Resident Students

1. On Monday through Friday all Freshmen and upperclassmen who have less than a 1.8 average must be in their dormitory by 7:30 p.m. From 10:00 to 11:00 p.m., they may leave the dormitory. Curfew on Saturday night is 12 midnight and on Sunday night 11:00 p.m. Women students are allowed 5 late minutes per semester.
2. During Study Hall and after 11:15 p.m. students are to be in their dormitory rooms or suites unless they receive permission from the Hall Court Chairman.
3. During Study Hall televisions are to be used in the Recreation Room only or with special permission.
4. Dormitories are to be reasonably quiet at all times: very quiet during study hours 7:30-10:00 p.m. Monday through Friday and after 11:15 p.m. Quiet hours are to be from 1:30 to 4:00 p.m. from Sunday through Friday and Sunday evening 7:30-10:00 p.m.
5. During Study Hall and after 11:15 P.M. students may go to the drink machine but may not meet each other and visit there.

6. Special arrangements will be made for approved activities and obligations. Otherwise, during study hours, students may sign out of the dormitory only for the library or to Gaither Hall.
7. Students may not sign in until their dates have left the dormitory. Any lateness beyond the curfew hour (by the clock in the lobby) will be recorded and will result in disciplinary action when more than 5 late minutes have been accumulated.

I. Housekeeping and Cleanliness for Women Resident Students

1. Dormitory rooms are homes away from home and must be cleaned thoroughly once a week. There will be a thorough room inspection once a week.
2. Beds must be made by 10:00 a.m. and clothes must be picked up daily. Spot checks on rooms may be made daily.
3. A room which has not been thoroughly cleaned will be assigned demerits.
4. Electrical equipment must be turned off when the student leaves the room. Regulations for use of cooking utensils and irons are to be specified for each dormitory.
5. No pets are allowed in the dormitories.

J. Respecting One Another's Rights

1. Students are scrupulously to observe the property rights of others.
2. "Do Not Disturb" signs are to be respected.

K. Dress

1. Short shorts may be worn out of the dormitory only to and from physical education classes.
2. Shorts, jump suits and slacks may not be worn to class (except as above), in Gaither Hall or in the cafeteria.
3. In general, reasonable discretion in clothing and appearance is to be observed at all times.

III. Student Government Regulations for Men Students

A. Dormitory Living

1. Dormitories are to be reasonably quiet at all times; very quiet during study hours 7:30-10:00 p.m. Monday through Friday and after 11:15 at night.
2. Dormitory Rooms
 - a. Dormitory rooms are homes away from home and must be cleaned thoroughly once a week. There will be a thorough room inspection once a week.
 - b. Beds must be made by 10:00 a.m. and clothes must be picked up daily. Spot checks on rooms may be made daily.
 - c. A room which has not been thoroughly cleaned will be assigned demerits.
 - d. Electrical equipment must be turned off when the student leaves the room. Regulations for use of cooking utensils and irons are to be specified in each dormitory.
 - e. "Do Not Disturb" signs are to be respected.

B. Dress

1. Shorts may not be worn to class (except to physical education), chapel or cafeteria. Shirt tails are to be tucked in and reasonable discretion in clothing and appearance is to be observed at all times.
2. Coats and ties are to be worn to all Official College Functions and to the Sunday noon meal.

C. Visiting in Women's Dormitories -- Men are to observe regulations for visiting hours in women's dormitories. Men students are not to go beyond the following "off limits":

1. The cafeteria roof and the immediate vicinity of Howerton Hall on the Fellowship side.
2. The back of College Hall and the back doors of College Hall.
3. The back of Fellowship Hall and the back doors and side doors of Fellowship Hall.

4. Proper entrances for men for Howerton Hall, College Hall and Crosby Adams are through the front doors leading to the lobbies.
- D. Smoking -- Montreat-Anderson College discourages smoking by students as a possible health hazard. Men students are prohibited from smoking in Gaither Hall, with the exception of the bulletin board room and in offices when permission has been given by the faculty member in charge.
- E. Signing In and Out
1. All over-night departures from campus taking place before 12:00 noon on Saturday must be signed for in the office of the Dean of Students.
 2. All over-night departures from campus taking place after 12:00 noon on Saturday must be signed for at the information desk, New Hall Dormitory.
 3. Men students having weekend permissions are to sign in at the information desk, New Hall Dormitory not later than 11:00 p.m. on Sunday night.
 4. Three demerits will be given for each failure to sign in or out and for failure to file information.
 5. False information or failure to sign out for over-night departure will result in referral of the case to the Honor Court.

GENERAL INFORMATION

ASHEVILLE COMMUNITY CONCERTS and ASHEVILLE COMMUNITY THEATRE

Students may purchase season tickets at the beginning of the school year for one or both of these series. The Concert series brings five well-known artists or groups to Asheville during the year--orchestras, pianists, dance groups, etc. The Theatre presents the same number of plays, using local talent; it is considered an excellent amateur theatrical group.

BULLETIN BOARDS

Announcements are made by means of notices on bulletin boards. Faculty members also use such notices to get in touch with students. Students should form the habit of checking the main bulletin board in Gaither Hall twice daily and the boards in dormitories regularly.

CAFETERIA

The cafeteria service tries to serve quality food. The management invites suggestions and the cooperation of the students.

Hours:	<u>Monday - Saturday</u>	<u>Sunday</u>
Breakfast:	7:30 - 8:30	8:00 - 8:30
Lunch:	11:30 - 1:30	12:30 - 1:30
Supper:	5:30 - 6:30	5:30 - 6:00

CAMPUS BOUNDARIES

Because of the extensive area covered by Montreat, campus boundaries have been set for a woman student walking alone.

Daylight boundaries include the residential area of Montreat within the gate.

Night-time boundaries are much more restricted, because many areas of Montreat are poorly lighted. See the map on SGA (Gaither Hall) and dormitory bulletin boards for these limits.

DECORATING DORMITORY ROOMS

No nails should be used in the walls of dormitory rooms. Pictures or bulletin boards may be hung by means of adhesive-type picture hangers.

HIKING

A hike is defined as any walk beyond the boundaries set in Campus Boundaries.

Two or more persons may constitute a group for an unsponsored hike in the daytime.

Hikers must sign out, being specific about destination.

Any night hike must be arranged by special permission with the Director of Student Activities.

INFIRMARY

Students should report to the infirmary when ill, for absence from class for illness is excused only when certified by the school nurse. There is always someone on duty to welcome a sick student to the infirmary!

In order to keep Insurance and Medical Records straight, appointments with doctors, (excluding routine dentistry, eye examinations, and routine physical examinations, which are not covered by Insurance) should be made ahead of time through the Infirmary, except when urgency of the situation prevents taking time to do so.

FEES:

Students' medical insurance covers fees for the use of the infirmary and for routine medicines. There is a small fee for drugs and shots.

Clinic hours:

Certain hours each day are set and posted at the beginning of the school year. The school nurse is on call at all times and will contact a physician on need.

Visiting hours:

These hours are set and posted on campus bulletin boards at the beginning of the school year.

LAUNDRY

A self-service launderette is located in the shopping center and is open every day except Sunday, from 8 a.m. until 9 p.m.

LIBRARY

The library is located in Gaither Hall

Hours: Monday through Friday:

8:00 a.m. to 5:00 p.m. and 7:00 p.m. to 10:00 p.m.

Saturday:

8:00 a.m. to 3:00 p.m.

The library is NOT OPEN during regularly scheduled chapel programs and Official College Functions.

Circulation Rules:

Books, except reference books marked with an R, and bound volumes of periodicals, are loaned for a period of two weeks. ALL BOOKS MUST BE SIGNED FOR AT THE DESK AND THE DATE DUE SLIP STAMPED BEFORE THEY ARE TAKEN FROM THE LIBRARY.

Reserve books, arranged by course number on the shelves behind the desk are of two types:

Three-day reserve books may be checked out and returned any time during the hours the library is open.

Overnight reserve books are for use in the library. They may be checked out at 9:30 p.m. and returned by 8:45 the next morning, and at 12:00 noon Saturday and returned by 8:45 Monday. RESERVE BOOKS MUST ALSO BE CHECKED OUT TO YOU BY THE STAFF MEMBER ON DESK DUTY.

Recordings circulate for a three-day period. They must be checked out by an adult staff member.

College catalogs circulate on a one-day basis.

Fines:

The fine for overdue two-week books is three cents a day.

The fine for overdue three-day reserve books, recording and college catalogs is ten cents for the first day and five cents for each day thereafter, including Sunday.

MONTREAT STORE

The general store known as "Mr. Hinkle's", is open until 6:00 each day. Supplies of all kinds may be purchased here.

MOORE CENTER - (College Union)

This center and its adjoining facilities is the social, recreational, cultural and service center for the entire college community. As the College Union, Moore Center is the nerve complex for a wide variety of programs designed to bring the many diverse elements of college life into a properly integrated perspective. The Union brings together concerned persons involving them in programs of meaningful and purposeful activity. It is likewise a training ground for learning to work with others toward a common goal, which is fundamental in developing effective community leaders. In short, it is a living organism created for the purpose of bringing into being and sustaining a dynamic community of learners and for the development of integrated persons.

Moreover, the union is an invaluable tool for shaping a feeling of community solidarity and the individuals' sense of social responsibility. It is a natural Laboratory for living and learning where all who will may have a part in developing a mentally, physically and spiritually liberating community.

Moore Center will be open each afternoon and evening for snacks, bridge, or just good conversation.

BOOK STORE

Textbooks, paperbacks of general interest, greeting cards supplies, gym outfits, Montreat-Anderson shirts, etc., can be purchased in the centrally located Book Store in Moore Center which is open every afternoon, and more often at the beginning of the semester.

POST OFFICE

The Montreat Post Office is located in the shopping center near the grocery store and laundry. This building houses all the mailing for Montreat, since it is a United States facility. Students rent post office boxes here, purchase postage and money orders. Since mail does not go to a dormitory or a building in Montreat, it is absolutely necessary to rent a box and have all mail addressed to that box number, Montreat, North Carolina, Zip Code 28757. So that students may have a permanent mailing address, they are asked to rent a box prior to registration for college.

Hours: Mon., Tues., Thurs., Fri.

Wed., Sat.

8:00 a.m. - 5:00 p.m.

8:00 a.m. - 12 noon

Mail received:

8:00 a.m., 3:30 p.m., 4:40 p.m. daily

Mail dispatched:

11:30 a.m., 4:40 p.m. daily

The post office is closed on Sundays.

PRIVATE PROPERTY

There are privately owned cottages in Montreat and buildings owned by Boards and Agencies of the General Assembly of the Presbyterian Church.

Students are expected to respect the property right of others. Any student found guilty of trespassing or of vandalism on such property will be subject to disciplinary action by the Honor Court of Student Government and by civil authorities. (See College Regulations, Respect for Property)

SCHOOL CARS

School cars may be used, if available, for the following purposes only:

1. Medical

Take food to infirmary.

Take students to infirmary when deemed necessary by college nurse.

Take students to school physician and/or hospital.

(The initial trip for each accident or illness will be provided at no charge to the student.)

2. Official school functions away from campus as designated, in writing in advance, by the instructor. This notice would be sent to the Dean of Students' office. (Fees for these trips are Group Rate--See below.)

Concerts, Lectures, Plays, Other

3. Transportation to and from campus

Trips to and from airport, bus and train stations

(These will be made if school transportation is available; otherwise, students must get their own way to and from these destinations.)

Requests must be made at least two days in advance.
Fee for these trips--See below.

Procedures and Regulations

All requests for use of school cars must be made in writing at least 24 hours in advance and presented in the Dean of Students' office. (Exception: See above)

Keys to all school cars are to be kept in the Dean of Students' Office.

Only authorized drivers will be permitted to drive school cars. (Names of authorized drivers are on file in the Dean of Students' Office.)

Fees (MUST BE PAID IN ADVANCE)

Asheville - \$2.00 per person

Black Mountain - \$1.00 per person

Airport (Asheville) - \$3.00 per person

Group Rates - \$2.00 per car for group trip in the local area. These Group Rates are for Official School Functions Only.

PERSONAL USE OF SCHOOL CARS IS PROHIBITED.

SELF-HELP SCHOLARSHIPS

Self-help scholarships are granted for the mutual benefit of the student and the college. If a student is found to be careless in his work obligation, he will be given a warning, and if the carelessness continues, he may be required to forfeit his scholarship.

If a student finds it necessary to be absent from his work obligation, he must get permission from his supervisor beforehand and must secure a substitute who has been approved by the supervisor.

In case of sickness, either the resident counselor or the person in charge of the infirmary must be asked to notify the supervisor, before the hour when work is due to begin, of the student's inability to work.

STUDENT BANK

The bank is located in the Business Office of the College for the convenience of the students. Students are advised to keep their money here rather than in their rooms.

If books are to be purchased from funds in the bank, it is suggested that \$50 first semester and \$30 second semester be deposited especially for this purpose, in addition to what will be needed for incidental expenses during the year.

Hours: Monday through Friday

1:00 p.m. until 3:00 p.m.

TAXIS

There are several taxis operating from Black Mountain. The cost of taxi service to Black Mountain is 50¢ - 75¢.

TRADITIONS

Traditions have a way of appearing and disappearing, but they are an important part of college life and can be a means of upholding school spirit. Among the traditions at Montreat are:

- Opening convocation
- Faculty reception for new students
- Rat Day
- Mt. Mitchell hike
- Freshman variety show
- Thanksgiving-Homecoming games, banquet, and dance
- Christmas caroling
- Angels and Mortals in women's dorms at Christmas
- Tea honoring Dean's List students
- May Day
- Sadie Hawkins Day
- Installation Service for newly elected student officers
- Athletic awards day
- Sophomore breakfast
- President's tea honoring graduates and parents
- Singing of "The Children of the King" at Commencement

This calendar provides times for the regularly scheduled meetings in order to avoid conflicts as far as possible. Meetings other than these should be cleared and entered on the Social Calendar which is kept in Administrative Office of the college.

	1st Week	2nd Week	3rd Week	4th Week
MONDAY				
7:00 PM	Honor Court			
	(Honor Court also meets upon call, as necessary)			
8:00 PM		Student Legislature		Student Legislature
	(Student Legislature also meets upon call, as necessary)			
11:00 PM	Dormitory Councils	Dormitory Councils	Dormitory Councils	Dormitory Council
TUESDAY				
7:00 PM	C.C.U.N.	S.C.A.	Phi Theta	French and
8:00 PM	Dialette Sun Dial		Kappa Conservation Club	Spanish Club W.R.A.
WEDNESDAY				
7:15	Prayer Meeting	Prayer Meeting	Prayer Meeting	Prayer Meeting
THURSDAY				
7:00 PM	Choir	Choir	Choir	Choir
8:00 PM		Thalians		

